

NOTICE
OEL 20-1-71
7 May 1971

PERSONNEL

Office of ELINT Junior Advisory Panel (JAP)

1. Purpose:

The purpose of the Junior Advisory Panel is to perform personnel evaluations and make recommendations to the Career Service Panel on personnel actions which involve grade levels through GS-10 (Staff, Administrative and Clerical Personnel are excluded).

2. Organization:

The OEL Junior Advisory Panel will consist of two members from each Division who rank in grade from GS-11 to GS-13. In the event that qualified personnel in this grade level cannot be identified within a Division, GS-10 candidates will be considered. When affairs under review involve grade levels of GS-10, all GS-10 Panel members who are present will be excused from participation. Replacements shall be nominated by the Chairman, CSP and by the concerned Division Chief and shall serve either a two year term or until promoted above the grade of GS-13. Every effort will be made to nominate personnel below the age of 39 years.

One member of this group shall be elected Chairman. He shall be a voting member and serve in this capacity for a period of one year. A Vice-Chairman will be appointed by the Chairman to head the Panel in his absence.

Meetings will be held once each month, usually the second Thursday, (or one week prior to the CSP meeting), beginning at 0900 hours. Special meetings may be called at the request of any Panel member or the Chief of Staff.

A representative of each Division must be present to constitute a quorum. Responsibilities of members may not be delegated, but in the absence of a Panel member, the Panel may invite, through the Chairman, an appropriate person to provide information to the Panel concerning the matter under consideration. Further, the Panel may call upon supervisory personnel to provide details which may not be covered in the documentation available to the Panel.

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3. Functions:

The functions of the Junior Advisory Panel are to make personnel recommendations to the Career Service Panel and to provide that group a greater insight into Junior Grade Management. The recommendations of the Junior Advisory Panel will be presented to the CSP by the Chairman, JAP, who for these specific personnel actions will sit as a member of the CSP.

All matters for consideration of the Panel will be submitted to the OEL Personnel Officer ten days prior to the meeting of the Junior Advisory Panel. The OEL Personnel Officer shall insure that the Agenda of the Career Service Panel, as it relates to the responsibilities of the JAP, is available to the JAP Chairman one week prior to the JAP meeting. It shall be the duty of each Panel member to review, to his satisfaction, all records, recommendations, and other ancillary data before each scheduled meeting. Availability of and access to these documents will be obtained through the Chief of Staff.

Written minutes of the Panel recommendations will be prepared by the Panel and signed by the Chairman and all members. This report will be addressed to the Chairman, CSP. Where JAP recommendations are not unanimous, the dissenting members or member may submit an explanation of their position on the matter. The Chairman will insure that such dissent is reflected in the report to the CSP.

The Panel will conduct a competitive evaluation of all personnel in grades GS-08 through GS-10 once each year in accordance with the procedures of the CSP.

The Panel will review and recommend to the CSP on the following type actions:

- a. Promotions
- b. Additions of new members to the R/CS
- c. Reassignments

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- d. Requests for internal and external training
- e. Candidates for vacancies
- f. QSI and other honor awards
- g. Such other functions as required

4. JAP Working Procedures:

Procedures will be prescribed as appropriate for the workings of the Panel.

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Chief of Staff
Office of ELINT
DD/S&T

APPROVED:

GEORGE C. MILLER
Director of ELINT

10 MAY 1971
Date

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Retention: P